

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Program Assistant -*Part-Time #50450702

ANNOUNCEMENT NO. 063-2016

SALARY: SS-411 / \$10.00 hourly

LOCATION: STARBASE (Pelican State), Camp Beauregard, Pineville, Louisiana

OPEN: 20 July 2016

CLOSE: 2 August 2016

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed. Actual work period will be approximately 10 ½ months per year.*

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** High School Diploma or equivalent required. Knowledge and experience in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) is preferred. Knowledge and experience working with children preferred.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel will be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Establish and enforce STARBASE policies and procedures for maintaining behavior and order among the students. Prepare materials and meeting space for learning experiments/activities. Collect necessary paperwork from visiting Teachers and verify all requirements have been met (Permission Slips accounted for – Chaperone Forms completed). Maintain a classroom environment conducive to learning (arrangement, temperature, lighting, equipment, etc.). Provide required status use reports to vendors (ex. copier count, GSA, etc.). Prep materials before and clean up after all experiments. Guide and assist students with illness, adjustment issues and/or special needs – bring to Director/Teachers attention. Familiarize self with curriculum and readily assist Instructor through process. Be available/flexible for additional assignments as necessary. Complete pre-assembly materials for straw rockets, combustible rockets, etc. Assist in data entry of basic information when database is made available. Have testing materials (electronics & hard copy) ready for implementation. Prepare environment and materials for STARBASE Closing Ceremony. Duties and responsibilities continued in STARBASE Program Assistant Standard Operating Procedures. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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